



GREEN ACRES

LOCAL GOVERNMENT UNIT AND NONPROFIT GUIDE

Present Condition Report Checklist

A local government unit or nonprofit that intends to acquire a conservation easement with Green Acres funding must prepare a report that clearly documents the conditions of the project site at the time the restriction is to be acquired. This Present Condition Report shall be prepared after Green Acres approves the survey, and shall be submitted to Green Acres for approval prior to acquisition of the project site.

The Present Condition Report must include maps, photographs, and written descriptions of the property that document the condition of the property just prior to the time of closing. This will provide the local government unit/nonprofit and Green Acres with the baseline documentation needed to conduct effective stewardship inspections in the future to ensure that the project site is being managed in conformance with the applicable conservation and/or historic preservation restriction.

The following items shall be included as part of the Present Condition Report:

- ___ 1) Cover sheet, signed by the landowner and easement holder/land steward, certifying that the information contained in the report is a clear and truthful representation of the conditions of the property. **Insert a signature and date line where Green Acres can sign, as approved.**
- ___ 2) A narrative memorializing the original intent for the conservation easement, and summarizing the present condition of the property to be preserved.
- ___ 3) Survey clearly marking public access and areas excepted from the easement.
- ___ 4) Legal description, including a reduced 8 " by 11" survey and approved Green Acres Surveyor's Certification Form.
- ___ 5) USGS Topographic Map and/or aerial photograph.
- ___ 6) Tax Map.
- ___ 7) Road Map.
- ___ 8) Photographs representing the existing site conditions, including all improvements and areas of particular recreation/conservation interest. These must be labeled accordingly on the survey, (see #3). Photos cannot be digital.